



# TOWN OF WAYLAND

MASSACHUSETTS  
01778

## Zoning Board of Appeals

### Wayland Zoning Board of Appeals Checklist

The following items are **REQUIRED** when submitting your Zoning Board of Appeals Application for Hearing. Please consult with the Zoning Enforcement Officer/Building Commissioner prior to submitting an application to confirm the need for filing.

1. **Town Clerk Stamped [Application Form](#) & Fee (see reverse side for fee schedule)**
2. **[Request for Certified List of Abutters](#) (please submit to the Assessors Department)**
3. **Board of Health Approval**
4. **Photographs of Property and Existing Buildings/Structures\***
5. **Certified Plot Plan Containing the Following:**

#### **Existing Features:**

- Property Lines (bearings & distance)
- Lot area & frontage
- Location and size of all buildings/structures\*
- Measurement of all setbacks (front, side, and rear)
- Driveways and parking areas
- Sewage facilities
- Any other information deemed necessary by the Zoning Enforcement Officer/Building Commissioner

#### **Proposed Features:**

- Property Lines (bearings & distance)
- Lot area & frontage
- Location of all proposed additions/alterations and new buildings/structures\*
- Measurement of all setbacks impacted by proposal
- New driveways and parking areas
- New sewage facilities
- Topographical plan (if required)

6. **Building/Architectural Plans (minimum of 1/4" scale, 11" x 17" preferred) Containing the Following:**

#### **Existing Features:**

- Floor plans of entire building/structures\*
- Elevations of all sides of buildings/structures\*
- Height of existing buildings/structures\*

#### **Proposed Features:**

- Floor plans of additions/alterations and new buildings/structures\*
- Elevations of additions/alterations and new buildings/structures\*
- Height of proposed addition/alterations to existing or new building/structure\*

\*Buildings/structures include all dwellings, decks, porches, swimming pools, sheds, etc.

7. **(If Applicable) Special Permit for Home Occupation containing the following:**

Complete narrative description of Home Occupation including type of business, hours of operation, number of employees, clientele, area of premises involved, delivery/storage of materials, location of parking, and all other pertinent information.

## Fee Schedule for the Zoning Board of Appeals

All applicants requesting a hearing before the Wayland Zoning Board of Appeals shall pay a filing fee and any costs incurred by publishing a notice of public hearing to the [Metro West Daily News](#). All fees are due at the time of application submittal.

Please provide ONE check payable to The Town of Wayland. Filing Fees are based on the proposed project, please see the list below:

### **Residential:**

\$150.00 for Filing Fee + \$35.00 for Advertising Fee = **\$185.00**

### **Non-Residential:**

\$225.00 for Filing Fee + \$40.00 for Advertising Fee = **\$265.00**

### **Planned Unit Development (Comprehensive Permit):**

\$500.00 Base Fee + \$100.00 per unit proposed = **\$600.00+ (min)**

### **Final Check:**

- ☐ Town Clerk Stamped Application Cover Sheet
- ☐ Application Fee
- ☐ Submittal of Request for Certified List of Abutters Form
- ☐ Board of Health Approval
- ☐ Photographs of Property and Existing Buildings/Structures
- ☐ Certified Plot Plan
- ☐ Building/Architectural Plans
- ☐ Eight (8) Copies of Application Documents

\*It is advised to consult your neighbors on the project and provide letters of support, though it is not required.\*

Failure to provide the required items listed above may result in the denial of approval by the Zoning Board of Appeals.

**For assistance while preparing your application, please contact the  
Building Department at 508-358-3600**